

**MONTANA SHARED CATALOG**  
**Executive Committee Meeting**  
**Friday, September 7, 2007**  
**Montana State Library ~ Helena**

**MEMBERS PRESENT:** \*Beth Chestnut, Alice Meister, \*Ann Rutherford, Sue Sillick, \*Marilyn Trosper.

**MEMBERS ABSENT:** Jane Gardner.

**MSL STAFF PRESENT:** Ken Adams, Bob Cooper (portion of the meeting), Jess Tobin.

**INCOMING MEMBERS PRESENT:** \*Kim Crowley, Roberta Gebhardt, \*Dawn Kingstad (portion of the meeting),  
\*Jean Nielsen.

**OTHERS PRESENT:** \*Claire Morton (portion of the meeting).

The meeting convened and was called to order at 10:16 a.m. by Sue Sillick. Roll call was conducted with seven members attending via telephone (names indicated with an \* in the above lists).

**MINUTES:** The minutes of Thursday, August 2, 2007 were previously distributed as an Email attachment for review. Two changes were noted by Sue Sillick: 1) under the heading "Policy Review" on page 4, she did not recall that Ken Adams was directed to write two proposals. After some discussion, it was decided he should present one recommendation and, 2) the correct figure for "Catalog Cleanup" on page 3 is \$10,000 not \$20,000 as originally thought. Any unused budgeted amount automatically reverts to Unencumbered Cash at the end of each fiscal year. Beth Chestnut moved and Alice Meister seconded to accept the minutes as corrected. **Motion carried unanimously.**

**FY2008 MSC BUDGET:** The budget was previously distributed as an Email attachment for review and Claire Morton highlighted pertinent points. Some member libraries still haven't paid their annual bill. The process is slow even though everyone was apprised of the need to be prompt in paying; in hindsight the deadline should have been one month earlier (8-1-07) because of the transfer to the state. Alice Meister asked if there is anything in the bylaws for accountability; the response was no. Claire said Ken Adams will be following up with the libraries involved. The consensus at today's meeting is to show the amount of revenue actually received from the membership as of 9-13-07, the day prior to distributing the budget update to the membership. LSTA monies have been received for the MSC staff position and for moving to the next Unicorn model (G to H).

In terms of expenses, items that have been paid include the bills for Sirsi and iBistro/iLink, the test server maintenance and the first year of Director Station maintenance. Other expenses that need to be determined include:

- Hardware maintenance (clarification needed from Mike Price)
- Non budgeted training (Nine online Admin classes @ \$1,800 for Ken Adams and Book Blitz II @ \$400 for Jess Tobin)
- Sirsi Conference in Detroit (1 MSC staff + 4 representatives from the membership: 2 public, 1 school, 1 academic/special)
- Pending expenses from Unencumbered Cash (Networking consultant = \$15,570; mileage for Kathy Roberts = ?)

Discussion centered on the items mentioned. Conference attendance was determined as outlined above. Ann Rutherford moved and Beth Chestnut seconded to authorize the training outlined for Ken Adams and Jess Tobin to be assumed by Unencumbered Cash. **Motion carried unanimously.** Claire emphasized that all revenues must be in and claims paid before the move to the State Library. She said the budget is simpler with only one round of LSTA money.

Sue Sillick asked about monies that are collected each year for things that will be purchased in the future such as a server. The budget does not show this type of expense. Claire confirmed there is a “chunk of change” for this type of expenditure that is not reported on the budget. The suggestion was made to include a column and/or line item for Encumbered expenses as well. Sue also asked about expenses for the Executive Committee and where it is on the budget. Claire responded that it is her understanding it will appear as a line item on the FY2009 budget since it wasn’t part of the current budget that was voted on in the spring.

The suggestion was made to change the wording for the staff person to “MSC Assistant” where applicable. Kim Crowley also requested that the verbiage for both the revenue and expenses be the same throughout the budget. Claire will make the changes and have it ready for distribution by the end of next week.

**TRANSFER OF ACCOUNTING TO MSL:** Ken Adams reported that a cordial meeting with Kris Schmidt occurred last week and it went very well. Many of the concerns will not be an issue. The MSC will be a proprietary fund within the State Library budget with its own board making it as sheltered as possible. Proprietary funds do not earn interest so that small amount of revenue will cease. Kris said she needs to obtain more information and do some research regarding the cash forward and didn’t think it was necessary to change the title of the line item. Usually it isn’t touched unless the amount is large then it becomes vulnerable particularly during periodic snapshot reviews of state government budgets. Close attention will need to be paid to the cash forward (recommended at < 10% of total budget or \$20,000). The carryover recommendation is of some concern since the MSC collects from the membership annually toward large purchases such as hardware replacement. It was also clarified that a depreciation reserve fund cannot be established for this type of expense. Bob Cooper asked Claire Morton if she knew the total that is being “saved.” Claire said she will get the information and send it to Ken; this will enable him to inform Kris. Bob said that how the MSC does business in this regard may need to change. Legislators will notice monies being collected from their constituents and will also look unfavorably at it not being expended. The goal is to devise a safer method to do things. Bob recommended that weekly conference calls need to occur with Ken, Claire, Kris and other Executive Committee members so that nothing falls through the cracks as the process moves forward; no one wants surprises.

The issue of indirect costs is currently agency dependent and the philosophy at the State Library has always been to act as a flow-through for outside monies. Kris is looking into this matter as well and there will be no cost for at least two years. However, this may be taken out of the State Library’s control and pushed in the future since it already exists within state law to do so. The cost could be as high as 10% or more; it is already common practice with MDOT and the Historical Society. Ann Rutherford emphasized that the membership needs to be warned of it for later.

Ownership of the server was confirmed that the equipment belongs to the State Library and the MSC role, even though it was paid for by the membership, is that of the MSC leasing the software. Ken clarified that this is not unusual and it resembles an AP type of situation. The State Library will do its best to look out for the best interests of the MSC.

Bob said the reporting mechanisms within the state’s accounting system are pretty slick. This should be helpful to the Executive Committee and Ken ~ updates and printouts can be gotten on short notice. Ann Rutherford suggested that the Executive Committee make a standing request to have financial reports on the Committee’s agenda.

**CATALOG CLEANUP:** Ken Adams stated that the first step in addressing the catalog cleanup issue is the workshop scheduled for October 4<sup>th</sup>, the day prior to the fall membership meeting. The second step is for Mike Price to run a list of duplicate titles. Ken expects to have his recommendation ready by October 4<sup>th</sup> in terms of how to proceed. Roberta Gebhardt has targeted the end of September to have the 035 tag information from individual libraries.

**POLICY COMMITTEE:** Ken Adams stated that he had too much ambition in the beginning and hasn't had time to concentrate on the idea ~ he's being pulled in different directions at the moment. He thinks it is still important and would like to gain a fuller understanding about how the MSC works before jumping in with a recommendation. His goal is have a proposal ready before the spring membership meeting. Kim Crowley would still like the MSC to work toward a policy committee because new libraries are continually joining. Ken agreed and wants to have policies included in the contract and be enforceable. Ann Rutherford stated that the charge given to the ILL Fulfillment Task Force may have a role in this as well, with recommendations coming by 6-30-08. Another piece of the puzzle is the mapping table within the catalog. Discussion centered on the possible make-up of the committee when formed to include representatives from the: Cataloging, Circulation, OPAC, and Executive Committees, membership groups (large public library, small public library, school, academic, special), Partners, 4 Rivers, Bridger Net, etc. This combined group could assist in a streamlined change.

**NETWORKING CONSULTANT:** Ken Adams received an E-mail from Brian Fish on 8-31-07 and updated the committee on his progress ~ most everything is good. Brian reached the third milestone, has made 21 visits, is documenting issues, and will submit a final report. He encountered a unique problem with the local networks in Drummond and Alberton which was traced to Blackfoot, their provider. Beth Chestnut said she has Blackfoot also and is very interested in how any of the problems are solved. Ken received a nice E-mail from the Lima schools. As a side note, Alberton expects to petition the Executive Committee in writing for an extension to input their records. Their library was remodeled and there were problems with the provider as noted above.

**MSC CALENDAR:** Ken said this is pretty much a dead issue ~ other consortiums he contacted have the same problem with downtimes. Sirsi is simply not available during evenings and weekends. The MSC will continue to communicate with the membership and get feedback to determine times with the least impact. There is a new MSC website under development with MSL ~ Ken was asked to demo it at the fall meeting.

**PRE-MSC MEETING TRAINING:** Jess Tobin said 16 people have already registered for the training, "Cataloging Essentials," to be held Thursday, October 4<sup>th</sup> from 3:00 to 6:00 p.m. at the Flathead County Library. Workshop topics were garnered from the membership and it is intended for beginning catalogers and those new to the MSC. Janice Kalvig and Carrie Nelson will be the presenters. Kim Crowley added that she has asked Hannah Nash to do a Director's Station training for her staff that morning from 9:00 a.m. to 12:00 p.m. at the library ~ there is room to add four more people.

**BYLAWS REVISION:** Sue Sillick stated that the upcoming move to the State Library is a good time to make some revisions to the MSC Bylaws. Suggested changes included:

- |                  |                                                                 |
|------------------|-----------------------------------------------------------------|
| ◆ Article I, 4.  | Remove last sentence                                            |
| ◆ Article V, 1.  | Okay as written                                                 |
| ◆ Article V, 2.  | Remove "h" ~ move "i" to "h"                                    |
| ◆ Article V, 4.  | Okay as written                                                 |
| ◆ Article V, 10. | Correct typographical error ~ add statement "within two months" |
| ◆ Article VI, 5. | Delete and renumber remainder of section                        |

- ◆ Article VIII, 2. Unbold “2.”
- ◆ Article VIII, 4. Change “4a” to “3b”

**FALL MSC AGENDA** (*Responsibilities were assigned with pertinent points to be addressed ~ final order may differ ~ time estimates are still needed ~ agenda needs to be posted by 9-14-07*):

- Roll Call
- Meeting Notes (*Ken Adams will find a secretary*)
- Introductions (*Sue Sillick will ask Sarah to introduce Ken Adams, with Ken’s background and experience. Sue will introduce the Executive Committee and will explain in/out terms of Executive Committee*)
- Minutes (*Approval of minutes from Friday, May 5, 2007*)
- MSC Update (*Ken Adams will address: Accounting move to MSL; Networking Consultant; MSC website demo; may include catalog cleanup*)
- Bylaws Revision (*Sue Sillick*)
- NCIP/Home Delivery and Downloadable E-Content Pilots (*Sarah McHugh*)
- Sirsi Superconference
- FY2008 Budget Update (*Claire Morton*)
- Lost Items (*Claire Morton*)
- Training Update (*Ken Adams, Jess Tobin will address membership needs*)
- Birds of a Feather Comments (*separate from lunch*)
- 2008 Spring Membership Meeting (*announce date and place*)

**NEXT MEETING:** The next Executive Committee Meeting is scheduled from 3:00 to 5:00 p.m., Thursday, October 4<sup>th</sup> at Kalispell Regional Medical Center in the Quality Department Conference Room (Sue will confirm location with Heidi Sue Adams).

The meeting adjourned at 12:05 p.m.

Respectfully submitted,

Marilyn Trosper  
Executive Committee, Vice Chair